

Values Assessment

Think about what's most important to you in work and life. These will help you identify and evaluate career options and the direction you'd like to head in. Place a checkmark in the box next to your most important values. Keep these in mind as you plan your career and put your action plan together.

Place a checkmark in the box next to your most important values. Select up to 10 values.

Check	Value
	Autonomy – Freedom to determine the nature of my work and time without significant direction from others, flexibility
	Variety/Change – Frequent change in responsibilities, tasks, or setting
	Predictability and structure – Tasks don't change, work is organized
	Work-life balance – Time to enjoy life outside of work
	Being in charge – Having direct/indirect authority over others, projects; making decisions
	Influence – Having the opportunity to influence others across multiple teams
	Managing others – Responsible for the work and performance of others
	Working alone – Working on projects primarily alone
	Working on a team – Working with a group with the same goals, achieving results together
	Financial gain – Having significant financial rewards
	Job security and stability – Having confidence that the job is stable
	Being the best – Being an expert, sought out by others for extensive knowledge and skills
	Recognition – Getting positive feedback for work well done
	Ambition – Getting ahead rapidly through opportunities for growth
	Making a difference – Having a positive impact
	Helping others – Providing support to others
	Creativity – Being innovative, generating new ideas
	Problem solving – Solving problems and identifying solutions
	Adventure – Exploring and experiencing new things
	Friendships – Personal relationships at work

Skills Assessment

Think about the soft skills and technical/hard skills you currently have as well as the ones you are interested in developing further. Where you have received praise and recognition? What do you most enjoy doing? List your top 5-10 skills. For each skill note how much you enjoy using that skill and if it's a skill you are interested in developing further. Here's a list of skills to get your thinking started, but feel free to note skills that are not on this list as well:

	Skill	Enjoy Using (1-10)	Want to develop further
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Interests Assessment

What are past work experiences that you have enjoyed? Think about projects or times at work where you felt the biggest sense of accomplishment or were most excited about what you were doing. See if you can come up with about 5 examples and write a few sentences to summarize what it was that you were doing that you enjoyed the most.

Now think about non-work activities. What do you do for fun and what are your interests outside of work? What topics do you frequently read about? What are topics or causes that you are passionate about?